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CTP

UNITED STATES GOVERNMENT

Memorandum

TO : Director of Training

DATE: 28 May 1971

FROM : Chief, Career Training Program

SUBJECT: Weekly Activities Report

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1. On 25 May Chief, CTP and four staff members participated in a discussion with Office of Personnel recruiters here for their annual conference. The 1-½ hour session was very informative for the CTP Staff and hopefully was productive to all participants insofar as understanding mutual problems. Chief, CTP invited each recruiter to contact him directly when significant questions develop about an applicant. Program Officer [] participated with a group of CS officers in later panel discussion with the same group about similar problems.

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2. Program Officer [] attended the "Supervising Young Professionals" course at the National Press Building on 27 and 28 May. The CTP Staff is anxious to broaden its knowledge about anything connected with youth and ways to understand and communicate better with them. Hopefully, this two-day session will add to the staff's reservoir of information.

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3. In the absence of Chief, CTP on annual leave from 2 through 9 June, [] will be Acting Chief, CTP.

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4. Chief, CTP designate [] conferred with Chief, CTP on 26 May concerning a date for assumption of his new duties. He completes the Army War College on 14 June but cannot move his dependents to the Washington area until 10 July when the present lease expires on his Washington area house. So, after 14 June he will combine some annual leave and work by spending two or three days a week here being briefed on the Program; he should be prepared to assume responsibilities for the CTP about mid-July.

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